

~~SECRET~~

~~CONFIDENTIAL~~

9 September 1964

MEMORANDUM FOR: Director of Training

THROUGH : Registrar/OTR

SUBJECT : Cancellation of Records Officers Course No. 28

REFERENCE : [] Cancellation or
Change in Dates of Courses

STATINTL

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1. [] Chief Instructor, Records Officers Course, received a telephone call from [] Chief, Systems Group, and DDP Records Management Officer. [] has recommended that we cancel ROC No. 28, scheduled to take place from 5-9 October. His request was based on the lack of newly assigned records officers at the present time. [] indicated that he had "checked this out" with the other interested components of the DDP.

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2. I have called the DDP/TRO and informed him of the proposed action. The DDP/TRO indicates that he has allowed [] to handle the scheduling of the RO Courses as he sees fit and therefore would approve the recommendation.

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3. In view of the work to be done on the Clandestine Services [] Course and the nature of [] recommendation, we request your approval for the cancellation of ROC No. 28. The next ROC would be scheduled to take place from 16-20 November 1964.

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[]
Chief, Headquarters Training

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APPROVED:

ILLEGIB

[]
Director of Training

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GROUP 1
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